

~~CONFIDENTIAL~~

Approved
11/13
2001

Chief, WH Division

1 November 1956

ATTN : Chief, WH Administration
Chief, Finance Division

Finance Division Memorandum dated 5 October 1956, Statement of
Account 144.1 Advances to Employees and Detail Listing of
Account 144.1 Advances to Employees

REF : Chief, WH Admin Memorandum dated 10 October 1956

1. Referenced memorandum stated that it was your opinion
that paragraph a and b of subject memorandum conflicted with
paragraphs a and b of [REDACTED]

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2. The subject memorandum describes a procedure to be used
in connection with Statements of Accounts for employee advance
accounts while [REDACTED] deals with the transfer of staff
employees or staff agents from one component to another component
of the Agency and the accountings for or collection of any out-
standing advances by the losing component before the transfer is
made. I do not feel that there is any substantial conflict between
the two. If the procedure called for in [REDACTED]
[REDACTED] was explicitly followed in all cases modification
of the procedure outlined in subject memorandum could be effected.
However, experience has shown that in many cases the procedure
set forth in [REDACTED] is not always followed which makes it
necessary to request the Administrative Officers for personnel
data in order that the Statements of Account can be routed to the
employee through his current organizational component.

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3. It is my opinion that the procedure as set forth in
subject memorandum is needed to supplement [REDACTED] as an added
measure in effecting settlement of outstanding advances.

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FD/LEB/ADB:nf

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